

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

LEGAL ASSISTANT II - III

Position: Legal Assistant II - III Full time (40 hrs/wk)	Salary: \$3,750 - \$4166 per month (\$45,000 - \$50,000 annually)
Classification Number: 3574 or 3576 Group: B17 or B19	Posting Date: July 27, 2017
Listing Number: 504-17-014 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: Until Filled Start Date: September 1, 2017
Contact: Lacy Brown hr@tsbde.texas.gov ; (512) 475-0975	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2017 the agency is authorized to employ 59 FTEs and 11 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Legal Assistant is a team member of the Legal Division and will work under the general supervision of the Chief Legal Officer and Litigation Manager, with moderate latitude for the use of initiative and independent judgment. The Legal Assistant will perform moderately to highly complex legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents and assisting attorneys with case management. Work involves providing legal and administrative support and maintaining communication with clients, attorneys, agencies, and the general public. The Legal Assistant may train others.

The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state rules, regulations and requirements. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Prepares, reviews, and edits settlement documents, pleadings, discovery requests and responses, motions, briefs, petitions, and other legal documents.
- Coordinates, assembles, and prepares evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Coordinates the service of subpoenas, notices of deposition, and preparation of other legal documents.
- Checks citations, quotations, footnotes, and references for accuracy.
- Summarizes laws, rules, and regulations.
- Drafts and responds to correspondence involving legal interpretations and decisions.
- Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, and rules and regulations.

- Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews, appellate arguments, depositions, and docket calls.
- Schedules and prioritizes attorney caseloads; organizes case files; attends initial interviews and depositions; conducts investigations; and prepares chronologies, fact summaries, and witness files.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from an accredited four-year college or university with major course work in law or a related field is generally preferred. Experience and education may be substituted for one another.

Legal Assistant II – Legal assistant experience in administrative law or litigation is preferred.

Legal Assistant III – Legal assistant experience in administrative law, healthcare law, and litigation is preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of legal practices and terminology and spelling, punctuation, sentence structure, and grammar.
- Ability to prepare legal correspondence and documents and to maintain files and records.
- Ability to review a file and summarize findings, conduct research, interpret and apply laws, assess case strengths and weaknesses, prepare cases for hearing, use legal reference materials, prepare briefs, and communicate effectively, both verbally and in writing.
- Strong attention to detail.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are normally 8:00 AM – 5:00 PM, Monday through Friday. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 7.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 7.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 305-6737. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Lacy Brown at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.